



**Job Location:** 400 Deaderick Street – Nashville TN 37243

## **Assistant Commissioner Rehabilitation Services**

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

This position directs the Division of Rehabilitation Services (DRS) and reports directly to the Deputy Commissioner Programs and Services who reports directly to the Department Commissioner. DRS provide services to eligible individuals with physical and/or mental impairments that enable them to achieve an employment goal and/or enhance their independence through independent living, assistive technology and/or disability benefits. This position has direct responsibility statewide for 6 directors and indirect responsibility for 1076 employees in the following areas: Vocational Rehabilitation; Disability Determination Services (DDS); TN Rehabilitation Center (TRC) – Smyrna; TN Technology Access Program (TTAP); Operations; Independent Living Services; The Business Enterprise Program; 17 Community Rehabilitation Centers. The Assistant Commissioner will be responsible for administrative oversight of an annual budget of 74 Million dollars in state, local and federal funding streams.

### **Position Responsibilities:**

- Represent the Division before the Tennessee Legislature and other stakeholders
- Develops and leads the strategy of DRS within the scope of both the state and federal landscape
- Oversight and support for innovation, development, design, delivery or change of program initiatives as aligned with the strategic plan
- Takes a leadership role in driving a collaborative process within the team resulting in goal setting, operational planning and reaching desired employment outcomes
- Leads, motivates and develops staff so that they are passionate about DRS accomplishments and committed to working effectively toward continuous improvement
- Effective management of people to ensure accomplishment of goals
- In-depth understanding and interpretation and implementation of relevant federal and state policies and procedures

- Establish new partnership with community outreach groups

### **Minimal Position Requirements:**

- Bachelor's Degree in a Human Services area, such as Psychology, Rehabilitation Counseling and Special Education
- 5 Years of staff and program management experience with a program that serves individuals with disabilities
- 5 Years executive level leadership experience including large scale program and fiscal responsibilities; Knowledge of related statutes, rules and federal regulations
- Experience with managing administrative budgets over 1 million dollars

### **Preferred Requirements:**

- Master's degree in Rehabilitation Counseling, Special Education or related field
- Preference for Rehabilitation Counselor Certification (CRC)
- Proven Transformational Leadership Skills
- Demonstrated experience and ability to strategize and manage a Director Level Team, large scale workforce and a multi-million dollar budget successfully with evidence of accountability measures and process reengineering in a public sector vocational rehabilitation program
- Knowledge and understanding of the Workforce Innovation and Opportunity Act relative to Vocational Rehabilitation
- Experience partnering with disability community stakeholders, state and federal agencies

### **How to Apply and Key Information:**

- Please submit resume and cover letter outlining your related experience to:  
[talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov)
- **Target Salary \$100,000 – \$105,000**

Information regarding State of Tennessee benefits:

- <https://www.tn.gov/hr/topic/benefits>
- For more information about the Tennessee Division of Vocational Rehabilitation:  
<http://tn.gov/humanservices/topic/vocational-rehabilitation>

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*